

TITLE 106 - NEBRASKA STATE ENERGY OFFICE

MAR 29 1994

CODE 012 - Administrative Procedures

012.01 Procedure to Request Waiver of Regulations.

012.01A. A School District seeking a waiver of a regulation shall make a request in writing to the Chief of the Energy Financing Division of the Agency. The request shall give reasons why the waiver is sought.

012.01B. The Chief of the Energy Financing Division shall notify the School District of the Agency's decision in writing within thirty days of receipt of the request.

012.02 Procedure to Contest an Agency Decision.

012.02A. A School District seeking to contest an Agency decision shall make a request in writing to the Director of the Agency within fifteen days of the mailing of notice of the Agency's decision. The request shall give reasons why the School District is contesting the decision.

012.02B. The Director shall notify the School District in writing of the decision within thirty days of receipt of the request.

012.03 Debarment. If the Agency determines there is a cause for debarment against a Person participating in the School District Energy Efficiency Program, the Agency may invoke Title 109 - Rules and Regulations For Debarment.

012.04 Reports and Recordkeeping.

012.04A Annual Reports. A School District which receives a loan from the School District Energy Efficiency Program shall make a report each year to the Agency on energy use related to the funded Project as follows:

012.04A1. Annual Reports shall be made on the Agency's form;

012.04A2. the first Annual Report shall be made one year after the actual Project completion date stated in the Final Project Report (012.04B);

012.04A3. the Agency will notify the School District of the acceptance of the Annual Report within forty-five days of receiving the complete Report; and

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012.04A3. the last Annual Report shall be made three years after the actual completion date stated in the Final Project Report (012.04B).

012.04B Final Project Report. A School District which receives a loan from the School District Energy Efficiency Program shall provide to the Agency a Final Project Report done by the preparer of the Bid Documents, the preparer of the Request for Proposal, Project Manager or Construction Manager. It shall be based on an on-site inspection and shall certify the Project was done in compliance with the Bid Documents or Request for Proposal and shall state the actual date the Project was completed. The School District shall submit the Final Project Report at the same time it gives the Agency the Notification of Project Completion.

012.04C Records. A School District which receives funding from the School District Energy Efficiency Program shall retain all records pertaining to the grant or loan for the following periods of time:

012.04C1. for a grant, a period of 3 years; and

012.04C2. for a loan, until the loan is paid in full.

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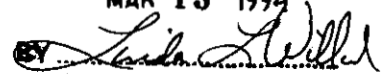
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